



CANNON BUILDING  
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**BOARD OF FUNERAL SERVICES**

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MEETING MINUTES:	<b>BOARD OF FUNERAL SERVICES</b>
DATE AND TIME:	<b>March 22, 2016 at 10:00 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
MINUTES APPROVED:	<b>May 24, 2016</b>

**MEMBERS PRESENT**

S. Keith Parsell, Professional Member, President  
Duwayne Casini, Professional Member, Secretary  
Mary Byrd, Public Member  
Chad Chandler, Professional Member  
Jane Hovington, Public Member (10:03 a.m. to 11:00 a.m.)  
Danna Levy, Public Member (10:03 a.m. to 11:03 a.m.)  
Bill Torbert, Professional Member

**DIVISION STAFF**

Meredith Hurley, Administrative Specialist II  
Kevin Maloney, Deputy Attorney General  
David Mangler, Division Director

**PUBLIC PRESENT**

Ron Williams

**CALL TO ORDER**

Mr. Parsell called the meeting to order at 10:03 a.m.

**REVIEW AND APPROVAL OF MEETING MINUTES**

Mr. Casini made a motion, seconded by Mr. Chandler, to approve the February 10, 2016 minutes as written. By unanimous vote, the motion carried.

**UNFINISHED BUSINESS**

**Discussion Regarding SB65 and Changes to Rules & Regulations**

The Division will be hiring an inspector for funeral establishments in the near future. Mr. Mangler advised the Board that the inspector will have to be trained in OSHA requirements and any other agency regulations as well. Mr. Mangler stated the Division already has the authority to inspect; the Board needs to create a list of inspection items that will meet the requirements.

Ms. Hovington's concern is that unless there is a complaint, no inspection will be done.

Mr. Parsell commented that he would like to see an initial inspection of any new facility and an inspection done at renewal to ensure regulations are being followed.

Mr. Maloney advised the starting point in this process may be to create the definition of funeral establishments, taking into consideration all the other agencies involved. He also stated that 4.2 of the Regulations should be addressed to update and specify certain fixtures necessary for establishments.

The Board also had a concern with third party crematoriums not being operated alongside funeral homes. At this time, crematoriums are licensed through DNREC. The Board has the authority to inspect funeral establishments and crematoriums. The requirements for these establishments may need to be phased due to their prior existence.

The Board will continue the discussion during the next regularly scheduled meeting.

### **NEW BUSINESS**

#### **Ratification of Licensure**

Mr. Chandler made a motion, seconded by Ms. Byrd, to ratify the Funeral Resident Intern license of Megan Graham. By unanimous vote, the motion carried.

### **OTHER BUSINESS BEFORE THE BOARD (For discussion only)**

Ms. Hovington raised a concern regarding television ads and what would happen if the funeral home doesn't live up to the advertisement. Mr. Maloney advised the Board that Regulation 12.2.1 addresses advertising or promotion mediums. If someone has been affected by false advertising that they should contact the Consumer Fraud Division or file a complaint with the Division of Professional Regulation.

Mr. Parsell asked how the others felt about licensees being present the day they are ratified. There was some debate on the pros and cons of inviting licensees to Board meetings. Mr. Mangler advised the Board that it is not required for licensees to attend public meetings.

### **PUBLIC COMMENT**

There was no public comment.

### **NEXT MEETING**

The next Board meeting will be held Tuesday, May 24, 2016, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

### **ADJOURNMENT**

There being no further business before the Board, Mr. Chandler made a motion, seconded by Mr. Casini, to adjourn the meeting at 11:15 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,



Meredith Hurley  
Administrative Specialist II